

Interview Guide

IN THE BEGINNING

- Dress for Success! Your outfit should appear neat and clean. First impressions make a difference.
- Arrive a little early. Take a few minutes to find the restroom, check your appearance, and collect your thoughts.
- Be mindful of social distancing and remember that handshakes are not appropriate during these COVID times.
- Be aware of your nonverbal behavior. Maintain eye contact, keep your arms relaxed, and sit up comfortably. If you are concerned about gesturing too much, keep your hands folded in your lap.
- Most importantly, relax.

GOING STRONG

- Listen carefully to the questions you are asked. Take a moment to reflect on a difficult question before responding. Ask for clarification of a question if you need it.
- Be positive in all your comments about previous employers and coworkers. Even if a direct question is asked which requires you to discuss something potentially negative, e.g. "What kind of people (or bosses) do you have a difficult time working with?" find a way to say what you learned from this experience, how this ultimately helped you in some way, etc. Conclude your answer on a positive note.
- Your interviewer will probably ask you open-ended questions, which require more than a yes/no answer.
- Give plenty of examples of your abilities. If appropriate, tell a short story about how you solved a problem, took the initiative on a project, motivated coworkers, etc. A brief story that illustrates your personality and talents in action will be remembered long after the interview has concluded.
- Ask questions. It shows you are genuinely interested in the position and have taken the time to prepare for this meeting.

Here are some questions to ask the interviewer:

1. What does a typical day look like in this position?
2. What are some of the challenges that someone in this position faces?
3. What specific goals do you have for your department?
4. What is the typical career path for someone in this position?
5. What do you like best about working here?

WRAPPING IT UP

- Follow the interviewer's lead about when the interview is coming to a close. You can always ask what the next steps in the interview process will be.
- Remember to thank the interviewer for taking the time to meet with you.